

**VOLUNTARY
OVERTIME**

Employees can sign up for overtime by designating the dates and shifts they are willing to work on a four-week basis. Employees must give their written designations to management by 4:30pm on the Wednesday prior to the effective date of the overtime list.

The voluntary overtime list will be arranged in seniority order, and initially the most senior employee will be assigned the overtime and so on through the list on a rotational basis.

Management may seek volunteers that are currently in the facility, including employees in other classifications that are qualified, before contacting employees at home.

Employees who cannot be reached, or are reached and decline, will not be charged with an opportunity.

Management may seek volunteers for specific assignments as often as determined necessary.

Once overtime is scheduled, employees cannot rescind assignments unless extenuating circumstances exist as determined and approved by management. Documentation may be required. If scheduled overtime is not worked an employee will not be charged with an opportunity.

An employee who was bypassed for overtime in error will be offered the next overtime opportunity.

**INVOLUNTARY
OVERTIME**

When shift coverage cannot be obtained voluntarily from employees, management will then go to the involuntary list that consists of 100 percent of the employees on a shift in a classification series and assign the overtime.

The involuntary overtime list will be arranged in seniority order, and initially the least senior employee will be assigned the overtime and so on through the list on a rotational basis.

An employee that is not available and does not work the overtime, for any reason, at the time they are to be assigned involuntary overtime will be bypassed and placed at the top of the list for the next involuntary overtime assignment.

A qualified volunteer may be used to relieve an employee assigned to involuntary overtime at management's discretion.

In emergency situations employees may be assigned involuntary overtime as needed.

For classifications that work 24 hours/day, no more than once each quarter, beginning at the end of the first full pay period in each January, April, July and October, an employee subject to involuntary overtime may request an exemption for personal reasons if operationally feasible. When this occurs the subsequent employees on the list shall take the assignment(s).

An employee may not be subject to involuntary overtime on the employee's last regular scheduled shift proceeding their vacation.

When operationally feasible, employees who work 2 consecutive voluntary overtime days will be exempt from involuntary overtime at the end of their next scheduled work shift. If for some reason management is unable to fill all the vacancies on a particular shift, involuntary overtime may be assigned to such exempt employees starting with the least senior employee until the vacancies are filled.

EQUALIZATION OF OVERTIME

Voluntary and involuntary overtime opportunities will be equalized in coordination and evaluated based on assignments offered.

Employees entering the list, other than those returning from an extended leave, will be placed according to the highest opportunities recorded, by seniority order.

Employees returning from an extended leave after a new quarter has commenced will be placed according to the fewest opportunities recorded.

Employees who are completing their assignments beyond the scheduled shift will not be credited with an opportunity.

Classifications that work 24 hours/day: At the end of the first full pay period in January, April, July and October of each year, the lists will restart.

Employees who decline voluntary overtime twice in such quarter may be removed from the voluntary overtime list for the remainder of the quarter.

Classifications that do not work 24 hours/day: The lists will restart January 1st of each year.

CONTACT

For more information about this policy contact human resources at MDHHS-Human-Resources@michigan.gov.